



April 2010

To: National Issues Conference Attendees

From: David Gorin & Aubrey King

**IMPORTANT INFORMATION FOR THOSE ATTENDING THE  
ARVC NATIONAL ISSUES CONFERENCE**

**CONGRESSIONAL VISITS PROGRAM**

The 2010 National Issues Conference will again feature an opportunity for ARVC members to meet and get to know Members of Congress from their home districts or from their state. The 2010 Hill Visit Period is scheduled for Wednesday, April 28, from noon to 4:00 pm.

Please review the information below and take the necessary steps to involve your Congressmen and Senators in both the office visits and reception.

**Legislative Issues to Address with Members and/or Staff**

Reauthorization of the Federal Highway Program  
Business & Estate Taxes  
Continuation of the Recreation Fee Program  
Funding for the National Park Service Tourism Office

**Congressional Office Visits**

On Wednesday afternoon, April 28, several hours have been set aside for participants to visit Members of Congress from their own districts and from other areas in their states to discuss issues of importance to the RV Park and campground industry.

The legislative issues noted above reflect the major issues on which there is current legislation or the prospect of legislation of importance for the park industry. While the Issues Conference agenda includes other issues of importance, these are the issues that should be on your agenda when you meet with Members of Congress and/or staff. The details of these issues will be provided in issue papers and discussed during the opening session of the Conference on April 27. The issue papers on these topics are attached.

## **Setting Appointments**

Here is the information you need to set appointments with your representatives and to extend an invitation to them for the reception.

**When:** Wednesday afternoon, April 28. Appointments can be set beginning at about 12:00 pm.

**Whom To Meet:** In view of the limited time available, it is best to focus your appointments on Members of the House of Representatives, starting with your own Congressman, and then also seek appointments with other Congressmen from your state who serve on key committees. If you have relationships with your US Senators or their key staff, by all means schedule appointments with those people as well.

The key committees in the House for this year are the House Transportation & Infrastructure Committee and its Highways and Transit Subcommittee; House Resources Committee and its National Parks and Forests Subcommittee; House Ways & Means Committee, and the House Small Business Committee. On the Senate side, the key committees are the Commerce, Science & Transportation Committee, Energy & Natural Resources Committee, the Small Business & Entrepreneurship Committee, the Environment & Public Works Committee and the Appropriations Committee and the relevant subcommittees of each committee.

**How to Set an Appointment:** The best system for securing appointments is to email and fax a letter requesting an appointment. A suggested letter is attached. ***Please don't try to send the letter by US mail - because of security; it takes weeks to reach the Congressional office.*** A follow up phone call within a day or two of the email or fax to the Member's scheduling or appointments secretary is essential. If the Member is not available to meet, ask to meet with either the Legislative Director or the Chief of Staff. Do not be disappointed if you actually meet with a secondary staff member; they are usually significantly relied on by the Representative for information and advice regarding the issues you will be discussing.

To locate names and contact information and committee assignments, and to learn as much as you can about the Member(s) you wish to visit, go to <http://thomas.loc.gov/>. This extremely useful website has all of the information you will need to learn about the members and to help you set appointments.

**We strongly suggest you call the Member's office prior to sending the appointment request and secure the name and e-mail address of the Member's scheduling assistant. Direct your request to that individual and follow up with that person directly by phone.**

**All Congressional offices can be reached through the Capitol Hill Switchboard: (202) 225-3121 or (202) 225-3121.**

**Be sure to let the Member know that you are a constituent or you are representing constituents within the district. If there is more than one campground in the district, list each by name and location.**

**Timing Your Appointments & Visits:** If all of your appointments are with Members of the House, allow yourself about 15-20 minutes to walk from our morning meetings at the Capitol Visitors Center to the House buildings. Allow about 30 minutes for an appointment. You'll need only about 5 minutes between appointments in the same building, or 10-15 minutes if you need to move between House office buildings.

**A few other things.....**

1. On Tuesday afternoon Aubrey King and David Gorin will provide briefings, current updates and answer any questions on the issues noted above. In addition to the attached Issue Papers, we will at that time also provide one page "talking" papers that you can use to guide the discussion, ask questions and share ARVC policy.
2. If you cannot secure a meeting with the Member, you should be able to meet (in order of preference) with the Chief of Staff, Legislative Director or Legislative Aide specializing in one or more of your areas of interest.
3. If there are several people from a state attending the conference, you may either make the visits together as a group or go individually.
4. Remember to bring along a supply of business cards and state association directories (to leave behind for display in the Members outer office where visitors are greeted).
5. Please let us know if you're new to the Congressional visit program and have never lobbied on public policy issues. There are a number of state executives and leaders who are very experienced in these things and can re-assure and assist you in preparing. It is not as difficult as you might expect.
6. Business attire is the appropriate dress for Hill visits and the reception.
7. Following your Hill visits, we will gather at the Capitol Hill Club at 4:30 pm for a debriefing on your visits. The conference ends after this gathering.
8. You will use public transportation to and from the Hill. Directions will be provided at the conference.

**Have Questions or Need Assistance?** Please call David Gorin at (703) 448-6863 or Aubrey King at (202) 251-6845, or the ARVC office at (303) 681-0401.

**SAMPLE LETTER**

**REQUESTING CONGRESSIONAL APPOINTMENTS  
On Your Company or Association Letterhead**

Date

The Honorable XXXX XXXX  
United States House of Representatives (or United States Senate)  
Washington, DC 20515 (or 20510 for US Senate)

Via Fax: xxx xcxx xxxx

Via E-Mail: [xxxxx@xxxxxxx](mailto:xxxxx@xxxxxxx) (Note: If sending an email, include the body of your letter in the e-mail, not as an attachment. In the subject line, identify your message as "Constituent Appointment Request" and be sure to include all of your contact information).

Dear Representative XXXXXX (or Dear Senator XXXX)

As the owner of (identify your business) in (location) (or "as Executive Director/President/Government Affairs Chairman of XXXXXXXX) and a representative of the RV park and campground industry in (name your state), I will be attending the Annual National Issues Conference of the National Association of RV Parks & Campgrounds, April 27-28, 2010, in Washington, DC.

I would like to request an appointment to meet briefly with you on Wednesday afternoon, April 28, to discuss with you several issues of importance to our industry in your district and state.

Issues of particular importance to us at this time include reauthorization of the Federal Highway Program, the Recreation Fee Program originally passed by Congress in 2004 and the possibility of a repeal of that program, the current status of the promotion of our National Parks and the continuing issues surrounding the federal estate tax and other tax issues impacting on small business.

I certainly hope that your schedule will enable us to meet at a convenient time on April 28<sup>th</sup> and I will call your scheduling assistant to confirm the time.

Thank you.

Sincerely,